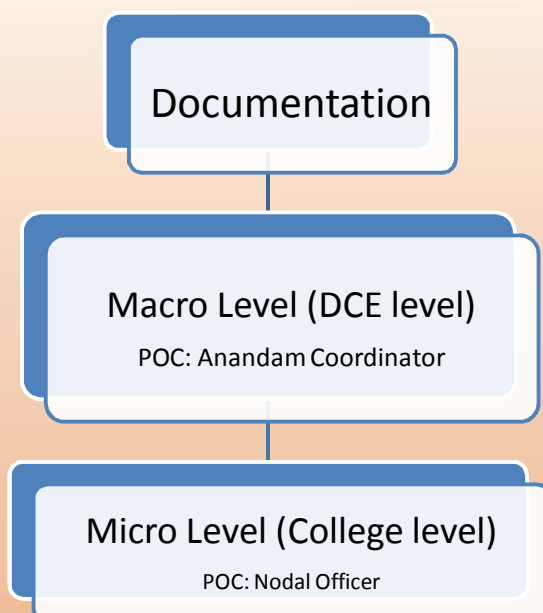# MANIPAL
ACADEMY *of* HIGHER EDUCATION
(Deemed to be University under Section 3 of the UGC Act, 1956)

Documentation and Digitalization of Evaluation of Anandam
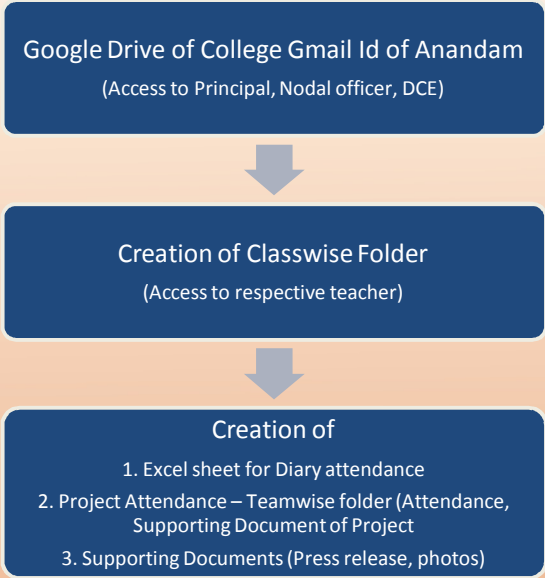
Dr Anup Naha │ August 04, 2020

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Documentation

Macro Level (DCE level)

POC: Anandam Coordinator

Micro Level (College level)

POC: Nodal Officer

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1

Micro Level (College Level)

Macro Level (DCE Level)

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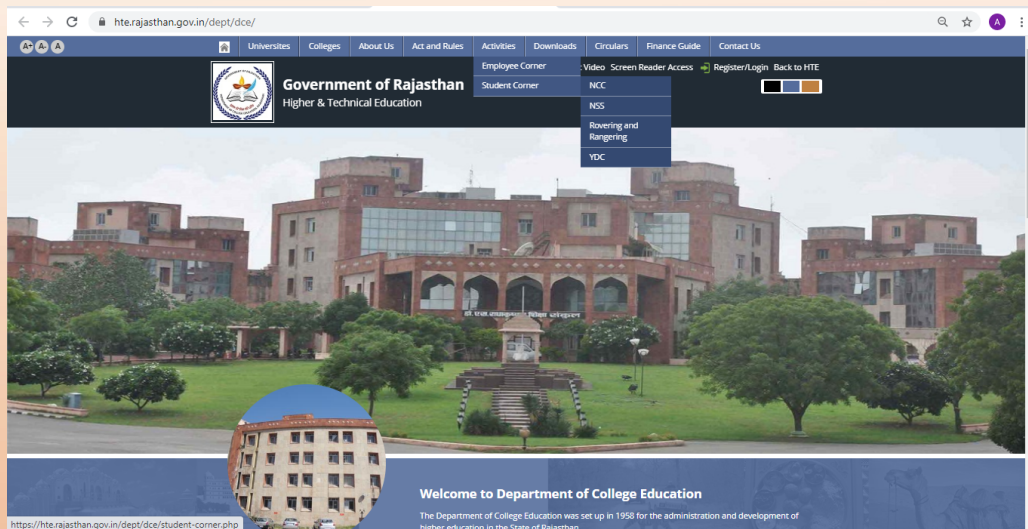Google Drive of College Gmail Id of Anandam of DCE
(Access to Anandam coordinator)

Creation of College-wise Folder
1. Excel sheet for Diary attendance
2. Project Attendance
3. Supporting Documents (Press release, photos)
Documents to be submitted in this on last 4 days of month by nodal officers

College can put details in their own website
HTE to display information in website- Student Activities

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AANANDAM
(AN EXERCISE IN TRUSTEESHIP)
AN ACT OF COMMUNITY PARTICIPATION

the joy of giving

Smt. Shuchi Sharma
Secretary
Higher & Technical Education

1

INTRODUCTION: AANANDAM

- **Aanandam is a credited subject** that aims to instill **the joy of giving** and sharing in young people through community participation, helping them to be responsible citizens and be initiators of change for a healthy society.
- A daily act of goodness and charity will infuse the habit of community service in students
- The faculty will emphasize shift in focus-Happiness is not in acquiring things but permanent happiness comes from giving, sharing and caring for someone
- The faculty will inspire students for Individual Social Responsibility and will inculcate the qualities of compassion, an open mind, a willingness to do whatever is needed and positive attitude in students.
- Imagination and Creativity are to be appreciated.
- An aim and a vision is to be developed in students.

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AANANDAM: COMMUNITY SERVICE

- ❑ Community service programs are very effective for students' **personal** and **social**, ethical, and **academic** development. These effects depend on the characteristics of the programs chosen
- ❑ Involvement of students in community work has an impact on development of student **skills**, **creativity, critical thinking** and **innovative powers. Passion and Positivity** are basic requirements for Community service
- ❑ They would **examine social challenges** /problems, **assess the needs** of the community, **evaluate** previous implemented projects and **think of further solutions**
- ❑ They would learn to cooperate and collaborate with other agencies and inculcate leadership qualities

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BENEFITS OF VOLUNTEERING

Students should dedicate time as a volunteer as it helps them to:

- ❑ apply their knowledge and skills to solve specific community problem
- ❑ learn to plan, lead, and organize community events
- ❑ have a sense of belonging to their college campus and community and find something they are interested in doing during their free time
- ❑ make new friends, expand social network, and boost social skills and mental health.
- ❑ obtain employment
- ❑ be useful to society as it will protect them against stress, frustration and depression

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AANANDAM: A COMPULSORY SUBJECT

- Aanandam is a compulsory subject for all students starting in the academic session 2020-21.
- This is to be introduced simultaneously in all classes I, II, III, year of undergraduate classes and MA previous and final year.
- This course **does not incur** any financial burden on the state exchequer.
- **Anandam** envisions that by pursuing this course the student would inculcate the habit of caring and sharing to become responsible citizens and be initiators of change for a healthy society.

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ABOUT AANANDAM COURSE

- Students are expected to engage in:

a) an individual act of goodness – caring, sharing and giving (time and energy) every day

b) group activity – a project in service of the local community (Group Community Service Project)

c) Aanadam Day- will be celebrated once a month in the last week as decided by Principal

It is a credited subject. Marks/ Grades both will be entered in the marks sheet as per the university rules.

- Two credits for a project in each semester
- 50 marks for each project to be completed in 4 months

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DIRECTIONS FOR STUDENTS (1)

❑ Do at least one individual act of goodness each day and Record this act in a dedicated diary/register

❑ Share this dedicated diary/register in a 30 minute **Anandam period** with the mentor and share your experience with the class

❑ Students in **Semester scheme** have to take up one Group Community Service Project per semester

❑ Students in **Annual scheme** have to take up two Group Community Service Projects per year

   a) Take one Group Community Service Project from **July to October**

   b) Take one Group Community Service Project from **November to February**

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DIRECTIONS FOR STUDENTS (2)

❑ The students must take photographs to document their work

❑ The students can obtain certificate from the NGO / Government Agency they are working with for Group Community Service Project

❑ The students may submit newspaper cuttings

❑ The students have to participate in the **Anandam Day** by

    ❖displaying charts of their Group Community Service Project

    ❖they can make power point presentations of their project

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   which will help them get better grades

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ROLE OF MENTOR (FACULTY)　　(1)

❑ The mentor will **maintain a register** wherein the entry of act of goodness will be tick mark and be submitted everyday to the Principal

❑ Review every student's dedicated register to see if they have recorded an act of goodness for that day and mark in register. The **act will not be evaluated** - just if it was recorded or not.(**Be suggestive not judgemental)**

❑ In half an hour class some students and faculty will deliberate on the pleasure of giving and acts of goodness. This should be done by rotation so that all students get a chance to speak and express themselves

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ROLE OF MENTOR (FACULTY)　　(2)

❑ The mentor will divide the class for the Group Community Service Project and record it in a register. **8-12 students can form a group** for project work. The students will opt the project of their choice.

❑ The mentors can mobilize the required resources and support for the projects. They can coordinate and collaborate with Government bodies or NGOs.

❑ The mentor will guide the students to write the Group Community Service Project Report.

❑ Mentors will review the project on monthly basis and submit the report to the nodal officer of the college to compile and share with higher authorities on Google spread sheet

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ROLE OF ADMINISTRATION/ PRINCIPAL (1)

- ❖ Allot one period of half an hour for Aanadam course
- ❖ Assign all faculty members as mentors for this period of half an hour for students
- ❖ Each faculty will have one class to mentor
- ❖ Appoint one senior faculty as Aanandam Nodal officer to monitor the program in every college/university and to compile and coordinate with staff and submit the monthly report of the college to DCE/ university office
- ❖ To coordinate the **Aanandam Day** activities

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ROLE OF ADMINISTRATION/ PRINCIPAL (2)

- ❑ To organize **Anandam Day** in the last week of the month. A film or motivational lecture by some philanthropist (Bhamashah, Collector, Janpratinidhi) should be organized for the benefit of students (to motivate and inspire them for community service)
- ❑ Photographs of the **Anandam Day** should be displayed in college and these should be uploaded in the gallery of college web page on hte portal
- ❑ A **Project Assessment Committee** (PAC) to be constituted to assess the project report.

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PROJECT ASSESSMENT COMMITTEE

❖ **Formation of Project Assessment Committee**
- ❑ **Principal**
- ❑ **One person from community**
- ❑ **Anandam Nodal officer**
- ❑ **Mentors (1 to 7 or more members)**

❖ The number of mentors can vary depending on the number of projects and students in each college

❖ State level PAC to be formed at Commisionerate level for colleges

❖ University level PAC to be formed for university colleges and departments

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PROJECTS : SUGGESTIVE LIST (1)

❑ The students and mentor as per their interest would support activities of community service such as:
  - ▪ literacy programs, in today's digital age many organizations/individuals might also need help with email and websites
  - ▪ livelihood projects,
  - ▪ time giving activities to adopted communities (awareness regarding Govt. programmes)
  - ▪ sports like yoga, meditation, drills and physical exercises in adopted areas
  - ▪ activities on arts and culture such as restoration of traditional art and culture and also monuments.
  - ▪ understand their responsibility in taking care of environment and appreciating cultural diversity

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PROJECTS : SUGGESTIVE LIST (2)

- While some students would be interested in awareness about environment such as protecting and preserving natural resources and animal species (the flora and the fauna). Plantation and animal care centers
- A few would be concerned with healthcare like medical and dental missions, first-aid training, etc.
- Another group may be formed for attending to old people (who have money but need assistance for market and groceries) [Time Bank]
- Another group may be formed for civic activities, awareness programmes.
- Local social problems to be taken up and solutions devised
- Innovations and Startups to be encouraged
- help plant a community garden, help out at a children's camp

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WRITING THE PROJECT REPORT

The project report should be guided by the mentor and shall contain:

- ❑ **Synopsis**: clearly stating objectives and activities to be undertaken. Problem identifying and problem solving projects to be taken up.
- ❑ Details of the **Mentor and the Participants are to** be given (name of mentor, name of participants phone number/mobile no and address)
- ❑ Location / community where the work was carried out
- ❑ Details of Activities performed are to be given with date
- ❑ Number of beneficiaries and impact on the society (the object should be to empower the community and make them self reliant)

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ADDITIONAL DETAILS IN THE PROJECT REPORT

- ❑ Photographs taken for documentation of work should be submitted
- ❑ Media coverage of the projects should be attached, if any
- ❑ Students should also submit their certificates from the government bodies and or non-government bodies they collaborate with, if any
- ❑ Photographs of **Display charts** or **ppt/video** prepared while presentation on the group community service in the **Aanandam Day** have to be submitted along with the report

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SUBMISSION OF THE PROJECT REPORT

- ❑ The Group Community Service Project Report will be submitted by the Student group leader under the guidance of the mentor to the Principal of the college.
- ❑ The Principal should get the best report (more than one if required) of the Group Community Service Project uploaded on the hte website and on the college page
- ❑ The Principal will forward the best report of the college to the Director, DCE to be submitted to the state level committee (PAC)

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OUTCOME OF AANANDAM COURSE

The student should develop:
➢ Awareness and empathy regarding community issues
➢ Interaction with the community and impact on society
➢ Interaction with mentor and development of Student teacher relationship
➢ Interaction among students, enlarge social network
➢ Cooperative and Communication skills and leadership qualities
➢ Critical thinking, Confidence and Efficiency

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PROCEDURE FOR EVALUATION

❑ **Project Assessment Committee** will assess the Group Community Service Project Report submitted by the students, in the duly filled given format, based on:

❑ Submission of the student dedicated daily diary as per student attendance norms

❑ students' performance and interaction with the community

❑ presentation of the project report

❑ impact on society and the course outcome results

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EVALUATION AND AWARD OF MARKS

Format for evaluation by Project Assessment Committee (Total max marks 50)

- Submission of register of everyday activity mandatory (if register is not submitted by the student he/she will not be evaluated and considered for the award)
- Report contains presentation /video (max.10 marks)
- Photographs of Students' participation and involvement of community   (max.10 marks)
- Problem solving and challenging issues addressed/ innovation   (max. 30 marks)

EVALUATION: GRADES EQUIVALENCE

Project Assessment Committee constituted will assess the projects
For 4 months Group Community Service Project the grade equivalence is as follows:

Grading	Marks
C grade	24 and below
B grade	25 to 34
A grade	35 to 44
O grade	45 and above

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AWARD AND RECOGNITION
COLLEGE LEVEL

❑ Based on the impact on society and Aanandam project outcome one Group Community Service Project will be selected by the Project Assessment Committee at college level for award of best project of the college.

❑ The Principal will give certificate/letter of appreciation to the students and mentor of the project. The format for appreciation letter will be provided by the department.

❑ While selecting the project it must be ensured that all the members of the group have submitted the Anandam dedicated register. The student who does not submit the dedicated **Anandam register** will not be considered for the award.

❑

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AWARDS AND RECOGNITION
STATE LEVEL

❑ The best project report of the college/University will be submitted to the Director, College Education/ Department of Higher and Technical Education for contesting the state level award

❑ State Level Project Assessment Committee will evaluate projects received from all the colleges/universities (one each).

❑ A certificate/letter of appreciation to the winning teams (Principal/Nodal officer of university, students and mentor of the project) will be given

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TRAINING OF MENTORS

❏ The Mentors will act as **facilitators** and they have to be suggestive and not judgemental.

❏ One day session will be kept on **Anandam** in Induction programme and Orientation programme of universities

❏ One session on Anandam will be kept in Faculty Development Programmes in colleges.

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HELPING HAND

There will be some suggested projects and organizations that students can work with. Students can also suggest their own projects which others can join.

○ Anneure A list of projects
○ Anneure B list of NGO to collaborate with under CSR activities - join hands

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Thanks

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